

Lansing Central School District

**ACCEPTABLE USE POLICY
INDEPENDENT USER APPLICATION
FOR COMPUTER USAGE**

User's Name: (please print) _____

Home Address: _____

Please complete the following information:

Employee:	Assignment: _____
	Building(s): _____
	Work Phone: _____

Lansing Central School District Acceptable Use Policy and Internet Account Contract Terms and Conditions for Use by Employees

Internet access to Lansing Central School District's computer network will be provided to teachers, nurses, teacher aides, staff, and administrators pursuant to the conditions in this Acceptable Use Policy and to Board of Education Policy 6470. The Lansing Central School District's computers and computer system are intended for official educational and professional use, and may not be used for personal entrepreneurial activities at any time. Any use of district computers and/or networks for other than instructional purposes must take place during those times when students are not present in the user's classroom or office and the user has no supervisory duty.

By using the Lansing District's computers or computer system, all users agree to the terms and conditions stated in this Acceptable Use Policy and Internet Account Contract. Data or information transmitted or stored in the District's computers or computer system is not private and the District reserves the right to access such data or information at any time. Appropriateness of electronic communication or other computer files may be reviewed and removed if warranted by appropriate personnel. Unauthorized use of the District's computers or computer system may subject the user to disciplinary and/or criminal penalties.

The terms and conditions of Internet use by staff of the Lansing School District include:

1. Content Filtering:

Computers in the district shall only be used by a staff member or student if the computer has appropriate levels of filtering. The filtering system is designed to limit access to World Wide Web sites are generally deemed inappropriate for the educational setting, including those that promote violence, hatred, racial superiority, pornography, and gambling. The filtering system is designed to limit access to sites that are harmful to students and staff in words or images. This includes images or language determined to be inappropriate by the filtering policy. Sites that are blocked may be unblocked for a designated duration or period of the day with approval from the superintendent or his/her designee through the established unblocking procedure (see R-8271).

2. Acceptable Use:

The use of the internet will support limited purpose educational research objectives, and will be consistent with the objectives and policy of the Lansing School District. Educational research, supervised classroom activities and high quality professional development are appropriate uses. Inappropriate use includes, but is not limited to, commercial use, solicitation, threatening or obscene material, or political special interest lobbying.

3. System Security:

Each computer user is responsible for his/her individual account and must take all reasonable precautions to prevent unauthorized use. Network accounts are to be used only by the authorized owner of the account for authorized purposes. Unauthorized sharing of confidential student or employee information is not permitted. Use of other networks or computer resources outside of our district must comply with the rules for that network.

Computer users must immediately notify a building or system administrator if they have identified a possible security breach. Transmission of any materials in violation of any federal or state regulation is prohibited. Computer users attempting to login to the Internet as a system administrator or individuals identified as a security risk will be denied access to on-line computer service and will receive appropriate disciplinary action.

4. Prohibited Conduct:

- A. Accessing, downloading, or transmitting any Internet related information promoting violence, destruction of property, illegal drugs or alcohol except for legitimate instructional purposes.
- B. Accessing pornography.
- C. Accessing, downloading, or transmitting any Internet related information promoting violence or hatred against individuals or groups except for legitimate instructional purposes.
- D. Accessing, downloading, or transmitting any Internet related information that promotes superiority of one race, ethnic, or religious group over another except for legitimate instructional purposes.
- E. Transmitting personal identification information about students or employees.
- F. Using another person's logon ID or password, or allowing someone else, including a student, to make use of your password or logon ID, unless for the purposes of teacher/student instruction or teacher/staff supervision.
- G. Downloading software to the District's network or computers with the exception of previously authorized software, or software approved for instructional use by the Superintendent or his/her designee.
- H. Using any type of encryption software not approved by the District.
- I. Disabling any filtering software.

- J. Disrupting the operation of the network within the school district or any network connected to the district.
- K. Sending or displaying obscene or offensive messages, images, or pictures.
- L. Using inappropriate language; that is, language defined as profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful.
- M. Unauthorized use of Copyrighted or Trademarked materials.
- N. Improper use of original source materials or direct plagiarism.

5. Responsibility:

The Lansing Central School District and BOCES make no warranties of any kind, whether expressed or implied for the services provided. The school district maintains a filtering system, but is not responsible for failures in system operations or technical malfunctions of the filtering software or hardware. The Internet contains a wealth of information but not all of it is accurate, reliable, and suitable for students and/or employees. Students and employees are advised to use the Internet cautiously and are encouraged to evaluate the information obtained in regard to accuracy and quality. No filtering software can block all objectionable sites. The District and BOCES deny any responsibility for accuracy or quality of information obtained over the Internet. Neither the District nor BOCES is responsible for damages the user may suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by negligence, user errors or omissions.

6. Vandalism:

Vandalism is defined as any malicious attempt to harm or destroy data of another user, computer, or network. This includes, but is not limited to, up-loading or creating computer viruses, damaging computers or computer networks, and/or trespassing into other's folders, work, or files. Vandalism will result in the cancellation of computer privileges and/or disciplinary action as deemed appropriate to the situation.

7. Plagiarism:

Plagiarism is taking the ideas and words of someone else and claiming them as your own. Rules for properly crediting research sources apply for the Internet and other on-line computer networks, as they do for traditional printed material. Copyrights will be followed and no unauthorized duplication of printed materials and pictures will be allowed. Users are to document all internet sources when they are used for research.

8. Updating Your User Information:

The system administrator may occasionally require new registration and account information from you to continue the service. The applicant must notify the system administrator of any changes in his/her account information.

9. Extent of Terms and Conditions:

All terms and conditions as stated in this document are applicable to the Lansing Central School District and BOCES. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of New York and the United States of America.

Employee users in violation of any of the above terms will be afforded due process identified in the negotiated bargaining agreements or, in the case of non-affiliated employees, the process required by applicable law.

Signature and Consent

EMPLOYEES

I understand and will abide by the Terms and Conditions for using the District's network for local and internet access. I further understand that my violation of the regulations stated in this agreement may subject me to disciplinary and/or criminal penalties. Should I commit any violation, my access privileges may be revoked, school disciplinary action, and/or any other appropriate legal action may be taken.

User Name (Please Print): _____

Signature: _____ Date: ____ / ____ / ____

Revised: 2/06/2008
Effective: 1/02/2008

